

**JOB OPENING: Bookkeeper/ Accounting Assistant, Full Time Non-Exempt
Upper Hudson Planned Parenthood, 855 Central Avenue, Albany, NY 12206**

Job Summary

The Bookkeeper/Accounting Assistant assists the Accountant and the CFO with the day-to-day operation of the Finance office.

Essential Functions Include:

- Collect the cash deposits from all Centers and mail, count and agree to Next Gen system, prepare deposit slip and post to the general ledger daily.
- Process accounts payable on a daily basis. This includes matching to approved purchase orders, requisitions, packing slips and other documentation, reviewing coding, reconciling vendor statements to Accounts Payable system, ensuring W-9's are on hand for all vendors prior to payment. Prepare 1099's and 1096 annually for review and issuance. Communicate with vendors as necessary. Prepare cash requirements reports for CFO/Senior Accountant to approve check runs. Process checks and EFT payments and maintain a well-organized system of documentation for unpaid and paid invoices, items to be researched etc.
- Process payroll on a biweekly basis. Run appropriate reports to review payroll ensuring appropriate payments and reimbursements to approved pay rates, hours worked and approved reimbursements. Reconcile withholdings to general ledger accounts and/or process requisitions to pay withholdings. Prepare pension withholding requisition for Human Resources to process with the pension vendor. Distribute paychecks on payday.
- Maintain reconciled, approved and documented petty cash.
- Maintain all Finance department filing in an organized manner, including W-9's, W-2's, contracts, leases and other pertinent financial documents.
- Maintain spreadsheets for invoice distributions, lease schedules, contracted staff analysis and others as assigned.
- Reconcile laboratory bills to medical software and prepare spreadsheet to submit to vendor.
- Assist Billing Manager with patient billing, refund management and patient donation letters and other routine functions.
Maintain positive relationships with other departments by providing timely information, assisting with accounts payable or payroll problems, etc.
- Prepare and provide documentation for audits as requested.
- Other related tasks as assigned.

Qualifications:

- Excellent interpersonal and communication skills necessary.
- High school diploma or equivalent.
- Two years of Bookkeeping, or other accounting office experience required.
- Experience in grant accounting helpful.
- Knowledge of computerized accounting systems. Experience with QuickBooks and ADP desired.
- Accurate, well-organized and able to work well under pressure.
- Bi-lingual a huge plus!

This position is being posted both internally and externally.

Upper Hudson Planned Parenthood offers its employees a competitive wage, benefits package, including health and dental insurance, holidays, paid time off, retirement plan, and much more in a friendly environment.

To apply, please send your resume and cover letter to AmyWolff@uhpp.org

One of the fundamental beliefs guiding Planned Parenthood is that the respect and value for all types of diversity in all aspects of our organization are essential to our effectiveness and organizational well-being. We are an equal opportunity employer.